



U.S. Senate  
Office of the Secretary

## HUMAN RESOURCES

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### Vacancy Announcement

**POSITION:**

**ASSISTANT HISTORIAN**

**DEPARTMENT:**

**Senate Historical Office**

**SALARY RANGE:**

**\$86,786 - \$134,520**

**CONTACT**

Applications for the position must be submitted online; see the link below. If you need an accommodation to submit an application for this position, please contact Human Resources at 202-224-3625 or stop by the Human Resources office at SH231B.

**FEDERAL RELAY  
SERVICE**

Speech/Hearing impaired persons may contact the Federal Relay Service at 1 (800) 877-8339 TTY

**POSTING DATE:**

**August 17, 2015**

**DEADLINE FOR  
APPLICATIONS:**

**September 30, 2015** Applications will NOT be accepted after 11:59 p.m.

The new online application can be found in the Employment section of Senate.gov - <http://www.senate.gov/employment>.

All applicants should complete a Secretary of the Senate Application for Employment and attach **your cover letter with 3 letters of recommendation attached (scan in order to attach your letters) and current resume** to the Human Resources Department at the link listed above. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.

**VETERANS'  
PREFERENCE:**

Hiring for this position will be governed by the Veterans Employment Opportunity Act of 1998 ("VEOA"), as made applicable by the Congressional

Accountability Act of 1995. Pursuant to the VEOA, qualified applicants who are not current employees of the Office of the Secretary of the Senate and who are disabled or who have served on active duty in the Armed Forces during certain specified time periods or in certain military designated campaigns ("veterans") may be eligible to receive a preference over non-veterans in hiring decisions. Family members of veterans may also be eligible to receive a veterans' preference if the veteran cannot claim his or her veterans' preference.

To be eligible for a veterans' preference, applicants must meet all of the requirements set forth in the VEOA and applicable regulations. Those eligibility requirements are summarized in the Application for Veterans' Preference, which may be obtained by visiting:

[http://www.senate.gov/employment/resources/pdf/SOS\\_VeteransPreference.pdf](http://www.senate.gov/employment/resources/pdf/SOS_VeteransPreference.pdf).

**If claiming a veterans' preference, an applicant must indicate that he/she is preference eligible on the application or resume and must submit a completed copy of the Application for Veterans' Preference along with the supporting documentation specified on that form.** If the Office of the Secretary of the Senate does not receive the Application for Veterans' Preference and supporting documentation by the closing date, the applicant's claim for a veterans' preference may be denied.

Applicants may obtain a copy of the Office's Veterans' Preference in Appointments policy by submitting a written request to [vets@sec.senate.gov](mailto:vets@sec.senate.gov).

Individuals who are entitled to a veterans' preference are invited to self-identify voluntarily. This information is intended solely for use in connection with the Office of the Secretary of the Senate's obligations and efforts to provide veterans' preference to preference-eligible applicants in accordance with the VEOA. An applicant's status as a disabled veteran and any information regarding an applicant's disability, including the applicant's medical condition and history, will be kept confidential and will be collected, maintained and used in accordance with the Americans with Disabilities Act of 1990, as made applicable by section 102(a)(3) of the CAA, 2 U.S.C. §1302(a)(3). An applicant who declines to self-identify as a disabled veteran and/or to provide information and documentation regarding his/her disabled veteran's status will not be subjected to an adverse employment action, but the individual may be ruled ineligible for a veterans' preference.

All applicants should submit a Secretary of the Senate Application for Employment (and, if applicable, Application for Veteran's Preference and supporting documentation specified on that form), cover letter and current resume to the Human Resources Department at the above address. Qualified candidates will be contacted if selected for an interview. Do NOT mail. No phone calls please.



## UNITED STATES SENATE OFFICE OF THE SECRETARY

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### ASSISTANT HISTORIAN

**Department:** Historical Office

**Reports to:** Senate Historian

#### NATURE OF WORK

This is professional, scholarly work creating, protecting, preserving, and disseminating historical information about the U.S. Senate. Work includes providing research, writing, and editorial expertise to the Senate Historical Office. The assistant historian conducts short and long-term research projects, edits online and hard copy, provides presentations on a variety of Senate-related topics to the Senate community and the general public, and serves as reference to the Senate, the news media, and the public on historical events and the institutional history of the U.S. Senate. The assistant historian also provides content to the U.S. Senate Web site and @SenateHistory Twitter feed. Work is bound by Senate rules and Secretary of the Senate policies and procedures, but requires independent judgment in setting priorities and handling multiple assignments.

#### ESSENTIAL FUNCTIONS

Conducts short and long-term research projects and prepares book-length publications as well as concise, informative reports for reference for the Historical Office, Senators, Senate staff, the news media, and the public.

Serves as content provider for the U.S. Senate website as a member of the Web content team which designs, updates, and maintains historical content at [www.senate.gov](http://www.senate.gov).

Responds to questions and requests from Senators, Senate staff, the news media, scholars, and the general public on topics related to U.S. history and the history of the Senate.

Identifies, conducts, and transcribes oral history interviews with Senate members, officers, and staff.

Makes historical presentations to a wide range of audiences, including Senators, Senate staff, pages and interns, research fellows, teachers and students, Capitol visitors and, on occasion, the general public.

Assists in creating and updating Senate and vice-presidential entries for the *Biographical Directory of the United States Congress*.

Routinely searches publications for items of relevance to Senate history; works with libraries, historical societies, universities, museums, and other repositories of information related to the history of the Senate and its members.

Promotes the history of the U.S. Senate through participation at scholarly and professional seminars, conferences, and workshops.

*The statements contained herein reflect general details necessary to describe the principal functions of this class, knowledge and skill typically required and the physical demands and working conditions, but should not be considered an all-inclusive listing of work requirements.*



## **UNITED STATES SENATE OFFICE OF THE SECRETARY**

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Maintains current knowledge of the Historical office's Emergency Action Plan (EAP) and Continuity of Operations (COOP) plan; participates in periodic exercises and drills.

Performs other duties as assigned.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Work is essentially sedentary with occasional walking, standing, bending, carrying items under 25 pounds such as books, papers, small parcels, etc.

### **MINIMUM QUALIFICATIONS**

A Ph.D. in United States History is required, as well as three to five years of experience directly related to U.S. history, such as teaching or museum work, as well as the following knowledge, skills, and abilities:

Knowledge of U.S. political history, the U.S. Congress, and the legislative process.

Skill in researching and writing articles, essays, and reports for general and specialized audiences.

Knowledge of documentary editing.

Demonstrated knowledge of the needs, methods, and techniques of scholarly historical research, including knowledge of print, electronic, and online resources; knowledge of the resources and services of the Library of Congress, National Archives, and other major repositories and how to access them; demonstrated ability to perform research using all methods.

Ability to utilize computer equipment, related software packages, and a familiarity with social media platforms preferred.

Ability to communicate effectively, both orally and in writing.

Ability to work collaboratively with Historical Office staff as well as historians, curators, and editors of other offices and institutions.

Strong public relations and speaking skills.

Ability to gain top secret security clearance.

### **LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.

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